

# MSDP



## MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

**THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.**

### **EXAMINATION ANNOUNCEMENT**

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION:           **SUPERVISING LANDSCAPE ARCHITECT, CALTRANS**

POSITION TITLE:           **OFFICE CHIEF, OFFICE OF LANDSCAPE ARCHITECTURE**

SALARY:                   **\$6483 - \$7151**

LOCATION:                   **DISTRICT 4 - OAKLAND**

FINAL FILING DATE:       **DECEMBER 24, 2004**

### **DUTIES/RESPONSIBILITIES**

Under the general direction of the District Division Chief, Design East, serves as Office Chief Office of Landscape Architecture (OLA) for the nine San Francisco Bay Area counties. Responsible for the planning and the development of plans for landscape architectural projects and aesthetic treatments in connection with freeway, highway and other State transportation projects. Serves as District Program Advisor for roadside programs. Directs the work of OLA staff in the activities of landscape architectural project development. Responsibilities include, but are not limited to:

- Directs and manages the work of planning and development of project initiation documents, project reports, plans, specifications and estimates for landscape architectural projects and aesthetic treatments for transportation projects. Monitors and oversees locally funded landscaping projects and aesthetics for transportation projects designed by private consultants.
- Plans, organizes, and manages office workload and staffing. Provides staff training and office procedures to ensure the quality and timely delivery of all design products.

- Serves as District Program Advisor for the State Highway Operation and Protection Plan (SHOPP) 10-Year Plan and for the SHOPP Roadside Preservation Program including the following elements: Highway Planting Restoration, Roadside Enhancement, Safety Roadside Rest Areas, Beautification and Modernization. District Program Advisor for Transportation Enhancement Program component of the Interregional Transportation Improvement Program.
- Represents the Department at meetings regarding landscape architectural and aesthetic issues and performs special projects. Develops and maintains cooperative working relationships with internal and external customers.

### **MINIMUM QUALIFICATIONS**

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Possession of a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects. **and**

#### **Either I**

Two years of experience in the California state service performing the duties of a Senior Landscape Architect or Senior Landscape Architect, Caltrans.

#### **Or II**

**Experience:** Broad and extensive experience (more than five years) in the planning and design of landscape architectural projects, at least two years of which shall have been comparable in level of responsibility to a Senior Landscape Architect, Caltrans, in the California state service. **and**

**Education:** Equivalent to graduation from college with major work in landscape architecture. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

### **KNOWLEDGE AND ABILITIES**

**Knowledge of:** Principles of program and project management; principles of budgeting and program control; various phases of engineering (relating specifically to landscape architecture), including planning processes and methods/systems planning, evaluation of alternatives and facility locations and design, construction, operation and maintenance; principles of personnel management and supervision; the Department's safety, health, equal employment opportunity and labor relations program objectives; planning, directing and evaluating the work of a professional staff including other professional disciplines that may include a staff of landscape architects; factors which influence the impact of landscape architecture facilities on the environment, the community and the economy; and methods of planning, programming, and administering all types of large-scale landscape architectural and land use planning programs.

**Ability to:** Prepare technical directives and administrative orders; correlate engineering or architectural features to proposed landscape projects; direct a large-scale landscape program; communicate effectively as demonstrated by the ability to organize ideas and present departmental policies to community groups, Federal, State and local agencies; effectively contribute to the Department's safety, health, equal employment opportunity and labor relations program objectives; and plan, prepare and implement preliminary studies of large-scale planning, capital outlay and landscaping programs on a statewide basis.

### **POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA**

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of the Department's programming, budgeting, project development and engineering management processes and procedures.
- Demonstrated knowledge of the internal working arrangements of a typical Caltrans district operation.
- Demonstrated ability to resolve difficult issues using negotiating skills.
- Demonstrated interpersonal, supervisory, leadership and management skills, and proactively work in a rapidly changing environment.
- Demonstrated ability to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties. Be creative, innovative, and have the ability to examine existing processes and outcomes, identify deficiencies and make improvements to achieve program goals.
- Demonstrated knowledge of landscape architecture activities, worker and public safety assurance, vegetation management, resource conservation, team management, consensus building and quality improvement processes.
- Demonstrated ability to monitor, advise, train and give general direction to individuals performing work in the Office of Landscape Architecture.
- Demonstrated ability to act independently and exercise good professional judgment to prioritize issues, develop and recommend appropriate policies and actions, and obtain necessary resources to carry out the assigned duties.
- Demonstrated ability to communicate effectively, verbally and in writing.
- Demonstrated ability to prepare technical directives and to interpret these and those prepared by others, to employees in allied disciplines as well as landscape architects involved in project development in the Districts.

#### **EXAMINATION INFORMATION**

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant position. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

#### **FILING INSTRUCTIONS**

All interested applicants must submit:

- An original, signed State application (STD. 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **December 24, 2004**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

Department of Transportation  
Design East  
Attn: Judy Chen  
111 Grand Avenue  
Oakland, CA 94623

**APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.**

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

**ELIGIBILITY INFORMATION**

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

**REASONABLE ACCOMMODATION**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.